



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR SEE DISTRIBUTION

19 JUL 2002

FROM: HQ AFMC/PK
4375 Chidlaw Road, Room S208
Wright-Patterson AFB OH 45433-5006

SUBJECT: Indefinite-Delivery Contracts and DD350 Coding Guidance

1. The current acquisition environment closely monitors the use of indefinite-delivery contracts. Careful oversight is necessary to ensure indefinite-delivery contracts, including government-wide acquisition contracts (GWACs) and multi-agency contracts (MACs), are properly constructed and reported. FAR 16.501-2(a) states that there are three types of indefinite-delivery contracts: definite-quantity, requirements, and indefinite-quantity. This memorandum provides guidance applicable to all three contract types.

2. The following critical areas need your immediate attention to ensure indefinite-delivery contracts are properly written, reported, and administered.

(a) Multiple award contracts must contain order placement procedures at time of award (FAR 16.505(b)). AFFARS clause 5352.216-9000, Awarding Orders Under Multiple Award Contracts, provides order placement procedures, and Contracting Officers are required to include this clause substantially as written in solicitations and contracts for which multiple awards will be issued. Placement of individual orders must comply with the contract clause and FAR 16.505 (note that this area is currently being revised to satisfy the requirements of Section 803 of the FY02 National Defense Authorization Act related to the issuance of task orders for the purchase of services).

(b) Five new DD350 data fields, listed below, were added in FY02 that directly impact how indefinite-delivery contracts are reported (reference DFARS 253.204-70). During recent reviews, it was discovered that many basic (initial) indefinite-delivery contracts awarded in FY02 were not reported, and task/delivery order information was improperly reported as basic contract information. *It is extremely important that these data fields are properly filled in, as ConConnect is being modified to rely on the information in these data fields to systemically populate the DoD new GWAC database.* It isn't too late to enter new or corrected DD350 actions for this fiscal year. Also, be aware that data reported must be consistent between systems, i.e., DD350 data should be consistent with data reported in the Procurement Management System (PMS).

New DD350 fields:

(1) Type Obligation [Block B7, Code 3]. Select Code 3 when the action has zero dollars obligated or deobligated, this includes basic (initial) indefinite-delivery contracts.

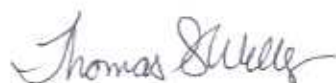
(2) Total Estimated Contract Value [Block B11]. Enter the total estimated contract value (in whole dollars) only at the time of initial placement of the contract, this includes basic (initial) indefinite-delivery contracts and multi-year contracts. The total estimated value includes all orders and options anticipated to be placed over the life of the contract. Do not enter task/delivery order information in this block.

(3) Multiple Award Contract Fair Opportunity [Block B13E]. Select the approach that was used to award an order under a multiple award contract: fair opportunity, urgency, one/unique source, follow-on, or minimum guarantee. This data field applies only to task/delivery orders.

(4) Indefinite-Delivery Contract Use [Block B13F]. Only enter information in this block if the action is for the basic (initial) placement of an indefinite-delivery contract. Select contract use: Government-wide, DoD-wide only, DoD department or agency only (contracts open for use by other Air Force/AFMC activities), or contracting office only. Do not enter task/delivery order information in this block.

(5) Indefinite-Delivery Contract Ordering Period Ending Date [Block B13G]. Enter information in this block if the action is for the basic (initial) placement of an indefinite-delivery contract. Enter the date the ordering period ends. Do not enter task/delivery order information in this block.

3. If you have questions on this subject, please contact my action officer, Ms. Sylvia Youngman, HQ AFMC/PKPC, at DSN 787-4852, or sylvia.youngman@wpafb.af.mil.



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